



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

RE-ADVERTISEMENT

ANNOUNCEMENT NUMBER – 014A - 2010

OPEN TO: All Qualified Candidates

POSITION: Economic/Commercial Specialist, FSN-10; FP-5
(Salary approx. Tk. 70,000 per month)

**Depending on qualifications and experience
incumbent may be hired at a lower trainee grade
level as below:**

**Trainee Economic/Commercial Specialist, FSN-9;
FP-5 (Salary approx. Tk. 55,000 per month)**

OPENING DATE: April 29, 2010

CLOSING DATE: May 9, 2010 (before 4:30 p.m.)

WORK HOURS: Full-time; 40 Hours/5 days per week

**NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE
THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE
FOR CONSIDERATION.**

The U.S. Embassy in Bangladesh is seeking applications for the position of
Economic/Commercial Specialist in the Economic/Commercial Section.



BASIC FUNCTION: In consultation with the Deputy Chief, the incumbent helps prioritize the work assigned to the Trade Center staff and monitors progress toward meeting goals and deadlines set by the Supervisory Economic/Commercial Officer. S/he gathers information on key economic sectors, drafts messages, arranges calls on officials, screens requests for meetings and organizes special events.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Commercial Services:

- ✚ Frequently visits local business and government offices to gather data for economic and commercial reporting. Advises contacts of commercial services available and assists in their provision.
- ✚ Briefs U.S. businessmen and agents of U.S. firms on economic and commercial trends, recommending ways to promote their business interest. Helps U.S. firms resolve trade and investment disputes and advises on the promotion of products and services in consultation with the Economic/Commercial Officer.
- ✚ Ensures that the Trade Center is well managed.

B. Data Analysis and Economic:

- ✚ Analyzes trade, investment and other macroeconomic data from various sources for analysis, distribution, and presentation.
- ✚ Drafts sector reports, market insights, and other trade, labor, and investment reports in consultation with the Economic/Commercial Officer.

C. Trade Promotion and Advocacy:

- ✚ Works with BDG officials and local representatives to help U.S. firms bid on tenders, market their products and services.
- ✚ Organizes in-house business meetings, receptions and roundtables and assists in the annual U.S. Trade Show and in catalog shows.

D. Visitor Schedules and Meeting Assistance:

- ✚ Arranges meetings for U.S. Govt. visitors, prepares schedules for official U.S. trade and labor missions visiting Bangladesh, joining meetings to follow-up on issues and contribute to Section goals.
- ✚ Develops and maintains a database with information on econ/commercial contacts and local business services.



QUALIFICATIONS REQUIRED:

- 1. Education:** A bachelor's degree in one of the following fields is required: commerce, trade, finance, economics, or business administration. *(You must attach a copy of your bachelor degree certificate copy along with your application form.)*
- 2. Language Proficiency:** Level III (Good working knowledge) English & Bangla required. English language proficiency will be tested.
- 3. Prior Work Experience:** A minimum of six years of experience in increasingly responsible positions involving management and economic or commercial analysis.
- 4. Skills and Abilities:** Must be able to maintain an extensive range of senior level contacts in business and government. Ability to interrelate economic and political developments. Ability to plan and execute research projects. Familiarity with MS Office applications.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA:

- 1.** Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
- 2.** Current employees serving a probationary period are not eligible to apply.
- 3.** Currently employed US Citizen EFM's who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.
- 4.** Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired on a When Actually Employed (WAE) work schedule.
- 5.** The candidate must be able to obtain and hold a security clearance.



TO APPLY:

Interested candidates are requested to submit the following:

1. Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either By Hand with No Envelope at the South barrier or **FAX at 9887825. Blank application forms are available at South barrier of the U.S. Embassy, Dhaka (near the Vatican Embassy) and at our website at: dhaka.usembassy.gov. A copy is also attached hereto for your convenience.**

[Application Form](#)

2. Interested USEFM, EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF-612 (Application for Federal Employment). A copy is also attached hereto for your convenience.

[OF-612](#)

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

All applicants must complete application forms, attach a passport size photograph and a copy of educational or trade school certificate. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime.

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

POINT OF CONTACT:

Human Resources Assistant

Telephone # 885-5500, Ext: 2533

Fax # 9887825



DEFINITIONS:

1. US Citizen Eligible Family Member (USEFM): Family Members at least age 18 listed on the travel orders of a direct hire Foreign of Civil or uniformed service member stationed to a US Foreign Service post or establishment abroad and is under COM authority. The USEFM resides with the sponsoring employee at post or at an Involuntary Separate Maintenance Allowance (ISMA) location.

2. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of USEFM.

3. Member of Household (MOH): An individual accompanying a direct-hire Foreign, Civil, or uniformed service member to their assigned post abroad. The individual has been officially declared by the USG employee to the COM as part of his/her household but is not an EFM and is not on the travel orders of the sponsoring employee.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

NOTE: *"Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Cleared by:

HRO: x

POL/ECON: x

FMO: x

MGT: x